

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

MEETING DATE: 3/15/06

DIVISION: COUNTY ADMINISTRATOR

BULK ITEM: YES

DEPARTMENT: AIRPORTS

STAFF CONTACT PERSON: Peter Horton

AGENDA ITEM WORDING: Approval to add two additional positions to the Airport Department.

ITEM BACKGROUND: As outlined in the attached memo, the Airport Department will undertake nearly 64 million dollars in new constructions projects over the next five years, more than 40 million of which will begin construction this year. We are requesting two additional employees, (one of which will be FAA Grant funded), to handle this volume of work.

PREVIOUS RELEVANT BOCC ACTION: None on this item.

CONTRACT/AGREEMENT CHANGES: n/a

STAFF RECOMMENDATION: Approval

TOTAL COST: FAA grant funded employee \$46,528.00  
Airport Department funded employee \$37,849.00

BUDGETED: Yes

COST TO AIRPORT: \$37,849.00  
COST TO PFC: 5%  
COST TO COUNTY: None

SOURCE OF FUNDS: FAA grants & Airport Revenue

REVENUE PRODUCING: n/a

AMOUNT PER MONTH /YEAR:

APPROVED BY: County Attorney n/a      OMB/Purchasing n/a      Risk Management n/a

AIRPORT DIRECTOR APPROVAL \_\_\_\_\_



Peter J. Horton

DOCUMENTATION: Included X

Not Required

AGENDA ITEM # \_\_\_\_\_


DISPOSITION: \_\_\_\_\_

/bev

APB



## Key West International Airport

To: Tom Willi, County Administrator  
Debbie Frederick, Deputy County Administrator  
From: Peter J. Horton, Airports Director   
Date: 02/27/06  
Subject: Additional Personnel Needed for the Airports Department

As you know, the Airports Department is about to embark on the largest capital improvement program in its history. Over the next five years we will be undertaking nearly \$64 million in new construction projects.

In the past we have relied on outside engineering consultants to manage the construction and make the daily inspections of the contractors' work. Frankly, although the costs have been extremely high (up to \$200 per hour) the results have not always been satisfactory. Costly delays and errors have been more the rule than the exception.

The projects and their values are as follows:

### Key West International Airport (EYW):

2006/2008: New Passenger Terminal Complex	\$30,000,000
2006: Noise insulation for 60 homes	\$3,800,000
2006: Acquire Hurricane Response Equipment	\$119,000
2006: Replace Rotating Beacon/ Rehab Tower	\$96,000
2006: Additional Power for the ARFF Building (firehouse)	\$110,250
2006: Acquire Additional ARFF Vehicle	\$761,250
2006: Various Hurricane Repairs (Fence, Lighting, Terminal)	\$522,500
2006: Install Supplemental Wind Cones	\$22,000
2006: Acquire Disabled Passenger Ramp	\$46,000
2008/2010: Install Runway Safety Areas and Mitigation Projects	<u>\$12,400,000</u>
Approx. Total EYW:	\$47,877,000



**Florida Keys Marathon Airport (MTH):**

2006: Construct FBO Aircraft Parking Apron	\$127,300
2006: Rehabilitate West Aircraft Parking Apron	\$156,300
2006: Replace Airfield Lighting Emergency Generator	\$155,250
2006: Construct New Electrical Lighting Vault	\$321,300
2006: Replace Perimeter Fence	\$768,300
2006: Rehabilitate Airside Lights and Signage	\$380,000
2006: Repair Hurricane T-Hangar Damage	\$150,000
2006: Repair Hurricane Damage to Terminal Building	\$2,000,000
2010: Move Runway to the North 40 feet (FAA Mandate)	<u>\$11,875,144</u>
Approx. Total MTH:	\$15,933,594
Approx. Total EYW:	\$47,877,000
Approx. Total EYW and MTH:	\$63,810,594

This is obviously a large sum of money, but fortunately we already have commitments for most of it. The 2006 projects will be funded through bond proceeds and Passenger Facility Charges (PFC) for the new EYW Terminal, insurance proceeds for the hurricane repairs and the largest ever single year FAA grant disbursement to Monroe County airports, \$10,181,012. These FAA funds will be distributed to us in August of this year. The two large airside projects at EYW and MTH in future years are both safety related and will be funded by FAA Discretionary Grants.

Based upon past experience, professional fees for project management and resident construction inspection have amounted to more than 7% of the project cost or in this case, approximately \$4.5 million. We believe that we can perform this aspect of the work at a fraction of the cost (1/3) by assembling an in house construction team to serve both airports.

We have already begun to build this team. Recently two employees from the engineering staff have been transferred to the Airport Department. Only two additional positions are now needed, one technical and one clerical.

The two new positions will be Airports Project Development Coordinator and Sr. Coordinator Airports Grants and Finance. The job descriptions are attached.

The technical position will be FAA grant funded. The clerical position will be funded by the airport budget with no impact on the general fund or the ad-valorem tax payer.



# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** AIRPORTS PROJECT DEVELOPMENT COORDINATOR

**Date:** 02/27/06

**Position Level:** 11

**FLSA Status:**

**Class Code:**

### GENERAL DESCRIPTION

Primary function is the administration and coordination of Airport construction projects from inception through completion, including supervision of staff.

### KEY RESPONSIBILITIES

1. Assigns and reviews work, schedules projects and evaluates personnel. Supervises Inspectors, Project Managers and departmental administrative staff. \*
2. Prepares Front End documents of project specifications and implements schedule to track status of all projects. \*
3. Assists Director of Planning and Development with estimates, budgets, and value engineering. Reviews reports and meeting minutes. Provides departmental supervision when Director is absent.
4. Administers Airport projects and contracts, coordinates all phases of projects including staff \*
5. Generates Change Orders, Addenda, and Request For Qualifications.\*
6. Advises Director of Planning and Development of project schedules and status of ongoing projects.
7. Prepares Project Program for new Airport projects and prepares correspondence and reports as needed.\*
8. Schedules and attends public meetings and project coordination meetings.
9. Communicates with and acts as Public Relations Representative for County Airport with public and consultants.\*
10. Prepares applications to various agencies as necessary for permitting requirements and tracks permits through the permitting process. \*

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.



**Position Title:** AIRPORTS PROJECT DEVELOPMENT  
COORDINATOR

**Position Level:** 11

### KEY JOB REQUIREMENTS

<i>Education:</i>	Bachelor's Degree required: Major(s) required: Architecture, Landscape Architecture, Engineering or construction related preferred.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire Division. Position duties may include responsibility for developing strategic plans for one or more Divisions.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedure, policies, and/or precedents used in combination. Frequently, the application of multiple technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgement is required to recommend new departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contacts with internal persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/ Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other</i>	Requires Florida Drivers License.

### APPROVALS

*Department Head:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Division Director:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*County Administrator:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** Sr. Coordinator Airport Grants and Finance

**Date:**

**Position Level:** 9

**FLSA Status:**

**Class Code:**

### GENERAL DESCRIPTION

Responsible for grant and financial tasks pertaining to the Key West International Airport and the Marathon Airport, including Federal Aviation Administration and Florida Department of Transportation Grants and grant projects.

### KEY RESPONSIBILITIES

1. Administer FAA and FDOT grants. \*
2. Assists in planning of grant projects.
3. Prepare Key West Airport budget for Airport Director's approval. \*
4. Assist in maintaining JACIP computer based program.
5. Process airline bills on a monthly basis. \*
6. Prepare the FAA Annual Financial Report, PFC Quarterly Reports, and FAA Quarterly Grant Reports.\*
7. Process grant invoices for payment. \*
8. Develop and maintain and use spreadsheets to maintain financial data and generate reports.
9. Process requests to purchase, and Purchase Orders.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.



**Key Job Requirements**

Education: Vocational or Technical School required.

Experience: 3 to 5 years

Impact of Actions: Makes recommendations or decisions which affect the assigned department.

Complexity: Analytic: Work is non-standard and widely varied requiring interpretation and application of a substantial variety of procedures, policies and/or precedents. Frequently, the application of multiple, technical activities is employed, therefore analytical ability and inductive thinking of required. Problem solving involves identification and analysis of diverse issues.

Decision Making: Complex supervision is present to review established department objectives. Independent judgment is required to evaluate new approaches to problem solving, and assess changing facts or conditions.

Communication with Others: Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contacts with officials at higher levels on matters requiring cooperation and explanation.

Managerial Skills: Involves little or no responsibility or authority for the direction of others.

Working Conditions/Physical Effort: Normal office situation. Occasionally may require travel to other County locations.

On Call Requirements: Pending disasters

Other: Previous experience in airport grants and finance is helpful.

**APPROVALS**

*Department Head:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Division Director:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*County Administrator:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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